

Environmental Management RECORDS Reference List

Record	Responsible Employee	Location	Retention Period
Disposal Division			
LEA Inspection Reports	Office Manager	Office of the Office Manager	Life of Co.
Air Pollution Control District (APCD) Permits	Senior Mechanical Engineer	Office of the Senior Mechanical Engineer	1 year renewable
Report of Facility Information (RFI)	Project Officer-1 (PO-1)	Office of PO-1	5 years
Water Consumption Records	Associate Management Analyst	Office of the Associate Management Analyst	5 years
EMS			
Corrective and Preventive Action Requests	Environmental Management Representative (EMR)	Office of the EMR	3 years
Significant Aspects	EMR	Office of the EMR	3 years
Internal Audits	EMR	Office of the EMR	3 years
Compliance Audits	EMR	Office of the EMR	3 years
EMS Document Changes	EMR	Office of the EMR	3 years
Management Reviews	EMR	Office of the EMR	3 years
Process Maps	EMR	Office of the EMR	3 years
Environmental Management Programs (EMP's)	EMR	Office of the EMR	3 years
Standard Environmental Operating Procedures (SEOP's)	EMR	Office of the EMR	3 years
EMS Manual	EMR	Office of the EMR	3 years
Environmental Surveys	EMR	Office of the EMR	3 years
Capacity Development			
Capacity Reports	Landfill Senior Civil Engineer	Office of the Landfill Senior Civil Engineer	Life of the Landfill
APCD Permit	Landfill Senior Civil Engineer	Office of the Landfill Senior Civil Engineer	1 year renewable
Solid Waste Facility Permit No.37-AA-0020	Landfill Senior Civil Engineer	Office of the Landfill Senior Civil Engineer	Minimum of once every 5 years
Greens Processing			
Greens Material and Product Reports	OCA Disposal Site Supervisor	Greenery Storeroom	2 years
Permits for Stationary Equipment (APCD)	OCA Disposal Site Supervisor	Greenery Storeroom	1 year renewable
Daily Vehicle Inspection Records	Service Writer	Operations Trailer	3 years

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Biological Services			
Depredation Permits	Senior Biologist	Office of the Senior Biologist	1 year
Endangered Species Permits	Senior Biologist	Office of the Senior Biologist	3 years
Plant Re-vegetation Records	Senior Biologist	Landfill Nursery	Life of Co.
Bird Control Log	Senior Biologist	Landfill Nursery	Life of Co.
Groundwater Monitoring			
Regional Water Quality Control Board Permits	Assistant Civil Engineer	Division Library	Continual
Groundwater site inspection, sampling and field data results	Assistant Civil Engineer	Division Library	7 years
Landfill Gas Management			
APCD Violations and Corrections	Senior Mechanical Engineer	Office of the Senior Mechanical Engineer	3 years
Confined Space Entry Permit	Associate Civil Engineer	Office of the Associate Civil Engineer	1 year
Probe and Well Records	Associate Civil Engineer	Office of the Associate Civil Engineer	Life of Co.
Gas Detector Records	Associate Civil Engineer	Office of the Associate Civil Engineer	Life of Co.
Flare Station Monitoring Logs	Associate Civil Engineer	Office of the Associate Civil Engineer	Life of Co.
Surface Maintenance			
Annual Storm Water Reports	Associate Civil Engineer	Office of Associate Civil Engineer	5 years
Sampling Records	Associate Civil Engineer	Office of Associate Civil Engineer	5 years
Disposal Operations			
Daily Vehicle Activity Records	Service Writer	Operations Trailer	3 years
Fuel Consumption Logs	Service Writer	Operations Trailer	3 years